

# **Schedule 1**

## **STATE FIRE MARSHAL**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

<b>TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA</b>	SCHEDULE NUMBER
	1
	AGENCY, BOARD OR COMMISSION
	STATE FIRE MARSHAL
	DIVISION, BUREAU OR OTHER UNIT
	Supersedes Edition of March 9, 1984

**PART I -- AGENCY STATEMENT**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE	
* <i>Michael L. Durst</i>	10-3-96
TITLE	DATE
State Fire Marshal	10/03/96

**PART II -- ARCHIVAL APPROVAL**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE	
* <i>Andrea I. Faling</i>	DATE
STATE ARCHIVIST	Oct-8, 1996

**PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE	
* <i>[Signature]</i>	DATE
ADMINISTRATOR	10-15-96

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, regardless of the media on which they reside. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

# INDEX

## **SCHEDULE 1 STATE FIRE MARSHAL**

	<b>Item</b>	<b>Page</b>
<b><u>FEDERAL SURVEY INSPECTION FILES</u></b> .....	<b>1-2</b>	<b>10</b>
HOSPITAL FILES .....	1-2-1	10
INSPECTION TIME REPORTS .....	1-2-2	10
NURSING HOME INSPECTION CARD .....	1-2-3	10
NURSING HOME INSPECTIONS.....	1-2-4	10
STATE INSTITUTIONS INSPECTIONS.....	1-2-5	10
<b><u>FIRE INVESTIGATION DIVISION</u></b> .....	<b>1-4</b>	<b>11</b>
INVESTIGATIONS, FIRE .....	1-4-1	11
INVESTIGATIONS, INCIDENT .....	1-4-2	11
INVESTIGATOR MONTHLY ACTIVITY REPORT (SFM 216).....	1-4-3	11
PROPERTY.....	1-4-4	11
<b><u>FIRE PREVENTION BUREAU</u></b> .....	<b>1-1</b>	<b>6</b>
BURNING PERMIT (SFM 23) .....	1-1-1	6
COLLEGE AND UNIVERSITY INSPECTION FILES.....	1-1-2	6
CONDEMNATION COURT ORDERS .....	1-1-3	6
FIRE ALARM INSPECTOR APPLICATIONS (SFM 25).....	1-1-4	6
FIRE ALARM SYSTEM REINSPECTION REPORT (SFM 6) .....	1-1-5	6
FIRE BOOK .....	1-1-6	6
FIRE CHIEF FEE RECORD.....	1-1-8	6
FIRE DRILL, REPORT OF SCHOOL (SFM 2) .....	1-1-9	6
FIREWORKS DISPLAY PERMIT (SFM 35) .....	1-1-12	7
FIREWORK INJURIES .....	1-1-10	7
FIREWORK LICENSES.....	1-1-13	7
FIREWORKS, APPLICATION FOR RETAIL LICENSES (SFM 36) .....	1-1-11	7
FIREWORKS, PUBLIC DISPLAY OPERATOR LICENSE .....	1-1-15	7
FIREWORKS, PUBLIC DISPLAY OPERATOR LICENSE APPLICATION .....	1-1-14	7
GRAIN ELEVATOR AND FEED MILL REGISTRATION INVOICES .....	1-1-16	7
INCIDENT BOOK .....	1-1-7	6
INSPECTION FILES, GENERAL .....	1-1-17	7

INSPECTION REPORT (SFM 28) (OBSOLETE) .....	1-1-18	7
INSURANCE INFORMATION .....	1-1-19	8
NEBRASKA FIRE INCIDENT REPORTING		
SYSTEM (NFIRS-1,2,3) .....	1-1-20	8
PLAN REVIEW FORM (SFM 210) .....	1-1-21	8
SPRINKLER INSPECTION FORM .....	1-1-23	8
SPRINKLER SYSTEM INSPECTION CONTRACTOR		
APPLICATIONS, ACCEPTED AND REJECTED .....	1-1-22	8
TOWNFILE .....	1-1-24	8
ANHYDROUS AMMONIA FILES .....	1-1-24a	8
BULK PLANT AND PROPANE PLANT INSPECTION FILES .....	1-1-24b	8
FIRE ORDERS (SFM 4) .....	1-1-28c	9
GRAIN ELEVATOR AND FEED MILL INSPECTIONS .....	1-1-28d	9
HEALTH FACILITY FILES .....	1-2-24e	9
JAIL STANDARD FILES .....	1-1-24f	9
LIQUOR COMMISSION FILES .....	1-2-24g	9
REFERRALS AND MISCELLANEOUS .....	1-1-24h	9
SCHOOL INSPECTIONS (SFM 7) .....	1-1-24i	9
SOCIAL SERVICE FILES .....	1-1-24j	10
TRAINING REPORT (SFM 211) .....	1-1-25	10
UNIFORM CRIME REPORTS .....	1-1-26	10
<b><u>MISCELLANEOUS RECORDS</u> .....</b>		<b>13</b>
RECORDS DISPOSITION REPORT (BLANK FORM) .....		13
<b><u>PIPELINE SAFETY</u> .....</b>	<b>1-3</b>	<b>11</b>
NATURAL GAS COMPANY REPORT .....	1-3-1	11
PIPELINE SAFETY FILE .....	1-3-2	11
PIPELINE SAFETY INSPECTION FILES .....	1-3-3	11

## **SCHEDULE 1 – STATE FIRE MARSHAL**

### **1-1 FIRE PREVENTION BUREAU**

#### **1-1-1 BURNING PERMIT (SFM 23)**

"Official Application for Permit to Burn Building" includes location, building owner's name, legal description of property, insurance cancellation verification and owner's signature.

**Transfer to the State Records Center after 2 years; dispose of after 10 years.**

#### **1-1-2 COLLEGE AND UNIVERSITY INSPECTION FILES**

Includes "College Inspection Report" (SFM 16), reinspection reports, and "Orders".

**Dispose of after 5 years.**

#### **1-1-3 CONDEMNATION COURT ORDERS**

Copies of court orders directing the repair or condemnation of buildings. Includes copies of court filings, "Orders" and correspondence.

**Dispose of 5 years after the case is closed.**

#### **1-1-4 FIRE ALARM INSPECTOR APPLICATIONS (SFM 25)**

Applications are filed by persons seeking to be qualified fire alarm inspectors. Information will include the applicants' qualifications and his/her description of how to check a fire alarm system.

**ACCEPTED: Dispose of 2 years after termination.**

**REJECTED: Dispose of after 2 years.**

#### **1-1-5 FIRE ALARM SYSTEM REINSPECTION REPORT (SFM 6)**

Inspections are conducted and submitted to the Fire Marshal by fire alarm inspectors every 90 days as required by the Fire Marshal's Rules and Regulations.

**Dispose of after 1 year.**

#### **1-1-6 FIRE BOOK**

Ledger book containing the number assigned to the fire, owner/occupant, town, date of fire, and cause of fire.

**Retain permanently; may be transferred to the State Archives.**

#### **1-1-7 INCIDENT BOOK**

Ledger book containing the number assigned to an incident, owner/occupant, town, date and description of incident.

**Retain permanently; may be transferred to the State Archives.**

#### **1-1-8 FIRE CHIEF FEE RECORD**

Fee record lists the amount of money paid to non-salaried fire chiefs for fire reports submitted to the Fire Marshal. Each fire chief is paid one dollar for each fire report filed.

**Dispose of after 2 years, provided audit has been completed.<sup>1</sup>**

#### **1-1-9 FIRE DRILL, REPORT OF SCHOOL (SFM 2)**

"Monthly Report of School Fire Drill to State Fire Marshal of Nebraska" includes the name of the school district, location and description of building, time of drill and any remarks.

**Dispose of after 1 year.**

**1-1-10 FIREWORKS INJURIES**

Includes "Fireworks Hospital Data Sheet" (SFM 212) and is used in the preparation of annual report.

**Dispose of 2 years after completion of the annual report.**

**1-1-11 FIREWORKS, APPLICATION FOR RETAIL LICENSES (SFM 36)**

Form lists name and location of business and its supplier.

**Dispose of after 1 year.**

**1-1-12 FIREWORKS DISPLAY PERMIT (SFM 35)**

Annual display permits are issued to those individuals or organizations holding firework displays.

**Dispose of 1 year following the end of the fiscal year to which the records pertain, provided audit has been completed.<sup>1</sup>**

**1-1-13 FIREWORK LICENSES**

License for sale of fireworks is indicated by type (distributor, jobber, retailer) in license number order. Includes all information contained on the APPLICATION FOR RETAIL LICENSE FIREWORKS.

**Transfer to the State Records Center after 1 year; dispose of after 3 years, provided audit has been completed.<sup>1</sup>**

**1-1-14 FIREWORKS, PUBLIC DISPLAY OPERATOR LICENSE APPLICATION**

Form lists name, address and experience of applicant.

**Dispose of 3 years after date of application.**

**1-1-15 FIREWORKS, PUBLIC DISPLAY OPERATOR LICENSE**

Lists operator's name, address, license number and date of expiration.

**Dispose of 3 years after date of issuance.**

**1-1-16 GRAIN ELEVATOR AND FEED MILL REGISTRATION INVOICES**

Invoices returned with payment of annual grain elevator and feed mill registration fees.

**Dispose of after 2 years, provided audit has been completed.<sup>1</sup>**

**1-1-17 INSPECTION FILES, GENERAL**

Files include official fire orders and correspondence regarding fire safety deficiencies and inspections made on cafes/restaurants, shopping centers, auditoriums, churches, etc.

**Transfer to the State Records Center after 2 years; dispose of after 10 years.**

**1-1-18 INSPECTION REPORT (SFM 28) (OBSOLETE)**

Report is completed by deputies conducting an inspection. Includes the name of the premises, reason for the inspection, remarks and whether or not written orders were issued.

**Immediately dispose of obsolete reports.**

**1-1-19 INSURANCE INFORMATION**

Insurance information is filed according to statute by insurance company and entered into computer. Form SFM 214 is entered into the computer. PILR (Property Insurance Loss Register) tape is received monthly. The tape is loaded onto the computer and returned to PILR.

**FORM SFM 214: Dispose of after entered and verified.**

**ON-LINE DATA: Delete after 10 years.**

**1-1-20 NEBRASKA FIRE INCIDENT REPORTING SYSTEM (NFIRS-1,2,3)**

Includes such information as name of town, date of fire, name and address of owner and occupant, what burned. Also includes dollar loss, deaths, injuries, motor vehicles, equipment involved in ignition, area of origin and details of the cause and contributing factors of the fire.

**Transfer to the State Records Center after 2 years; dispose of after 5 years.**

**1-1-21 PLAN REVIEW FORM (SFM 210)**

Includes such information as name of project, submitting party, project description, type of sprinkler and/or fire alarm, cost estimate and fee assessed.

**Dispose of after 4 years.**

**1-1-22 SPRINKLER SYSTEM INSPECTION CONTRACTOR APPLICATIONS (ACCEPTED AND REJECTED)**

Applications are filed by persons seeking to be qualified sprinkler system inspection contractors. Information will include applicants' qualifications and their description of how to check a sprinkler system.

**Dispose of after 1 year.**

**1-1-23 SPRINKLER INSPECTION FORM**

Includes name and address of facility being inspected, company doing inspection, type of sprinkler system, date inspected, deficiencies, etc.

**Dispose of after 2 years.**

**1-1-24 TOWNFILE**

**a. ANHYDROUS AMMONIA FILES**

File maintained on inspection made of anhydrous ammonia facilities. Forms issued are Anhydrous Ammonia Compliance Check List (SFM 32) and Order Form (SFM 4). FILE IN ORDER FORM.

**Transfer to the State Records Center after 2 years. Transfer to the State Archives after 10 years; retain permanently.**

**b. BULK PLANT AND PROPANE PLANT INSPECTION FILES**

File maintained on inspection made of bulk and propane plants. Forms issued are LP Installation and Delivery (SFM 31) and Order Forms (SFM 4). FILE IN ORDER FORM.

**Transfer to the State Records Center after 2 years. Transfer to the State Archives after 10 years; retain permanently.**



**c. FIRE ORDERS**

Inspection requested by owners: Apartment, Grocery Store, Industrial, Restaurant, rental property, etc. Order Forms are issued by Fire Marshal for correcting deficiencies in the fire codes. FILE IN ORDER FORM.

**Transfer to the State Records Center after 2 years. Transfer to the State Archives after 10 years; retain permanently.**

**d. GRAIN ELEVATOR AND FEED MILL INSPECTIONS**

File maintained on inspection made of Grain Elevator and Feed Mill facilities. Forms issued are Grain Elevator and Grain Mill facilities. Forms issued are Grain Elevator and Grain Facility Compliance Check (SFM 77) and Order Forms (SFM 4). FILE IN ORDER FORM.

**Transfer to the State Records Center after 2 years. Transfer to the State Archives after 10 years; retain permanently.**

**e. HEALTH FACILITY FILES**

**Referrals for inspection:** Alcoholic Treatment Centers, Boarding Homes, Developmentally Disabled, Domiciliary Facilities, Drug Treatment Centers, Health Clinics, Mental Health Centers, and Residential Care Facilities. Order Forms are issued by Fire Marshal for correcting any deficiencies in the fire codes. FILE IN ORDER FORM.

**Transfer to the State Records Center after 2 years. Transfer to the State Archives after 10 years; retain permanently**

**f. JAIL STANDARDS FILES**

Jail Facility inspections for City and County jails, Adult Detention Facilities, and Juvenile Detention Facilities. Order Forms are issued by Fire Marshal for correcting any deficiencies in the fire codes.

FILE IN ORDER FORM.

**Transfer to the State Records Center after 2 years. Transfer to the State Archives after 10 years; retain permanently.**

**g. LIQUOR COMMISSION FILES**

Referrals for Inspection: Bars, Lounges, Packaging Liquor. Order forms are issued by Fire Marshal for correcting any deficiencies in the fire codes.

FILE IN ORDER FORM.

**Transfer to the State Records Center after 2 years. Transfer to the State Archives after 10 years; retain permanently.**

**h. REFERRALS AND MISCELLANEOUS**

Referrals from Liquor Commission, Social Services and miscellaneous letters. FILE IN REFERRALS.

**Transfer to the State Records Center after 2 years; dispose of after 10 years.**

**i. SCHOOL INSPECTIONS**

Request for inspection by the schools. Order Forms are issued by Fire Marshal for correcting any deficiencies in the fire codes.

FILE IN ORDER FORM.

**Transfer to the State Records Center after 2 years. Transfer to the State Archives after 10 years; retain permanently.**

**j. SOCIAL SERVICES FILES**

Referrals for inspection: Child Care Center, Day Care Center, Group Day Care, Family Child Care Home, Foster Care Home, and Preschool. Order forms are issued by Fire Marshal for correcting any deficiencies in the fire codes.

FILE IN ORDER FORM.

**Transfer to the State Records Center after 2 years. Transfer to the State Archives after 10 years; retain permanently.**

**1-1-25 TRAINING REPORT (SFM 211)**

Report of training attended by State Fire Marshal personnel. Includes name, name of course, who provided training, dates of training, cost, etc. Entered into computer.

**HARD COPY: Dispose of after entered and verified.**

**ON-LINE DATA: Delete 1 year after termination of employee.**

**1-1-26 UNIFORM CRIME REPORTS**

Monthly reports made to Crime Commission of arson and all arrests made by investigators. Includes case number, offense code, case status, dollar loss, and disposition. Entered into computer from Fire Book.

**Dispose of after 2 years.**

**1-2 FEDERAL SURVEY INSPECTION FILES**

**1-2-1 HOSPITAL FILES**

Inspection files include inspections, deficiency follow-ups, alarm system inspection reports, Fire Marshal orders and safety code waivers.

**Transfer to the State Records Center after 2 years, dispose of after 10 years.**

**1-2-2 INSPECTION TIME REPORTS**

Reports are made by deputy fire marshals when visits to nursing homes/hospitals are made. Reports indicate how much time was spent in the facility and purpose of the report. Reports are made only on facilities covered by the Department of Health.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

**1-2-3 NURSING HOME INSPECTION CARD**

Cards list town, county, name of nursing home, and authority. It lists inspector, date of inspection and condition of building.

**Dispose of after 1 year.**

**1-2-4 NURSING HOME INSPECTIONS**

Inspection files include fire safety inspections, reports and statements of deficiencies and plan for correction.

**Transfer to the State Records Center after 5 years; dispose of after 10 years.**

**1-2-5 STATE INSTITUTIONS INSPECTIONS**

Includes Fire and Line Safety Inspection Reports, Fire Alarm system with attached reinspection reports, correspondence, Statement of Deficiencies and Plan of Correction for facilities which are under the Department of Institutions.

**Transfer to the State Records Center after 10 years; dispose of after 15 years.**

## **1-3      PIPELINE SAFETY**

### **1-3-1      NATURAL GAS COMPANY REPORT**

Copy of an annual report made to the federal government by the Natural Gas company stating the number of feet of insulated pipe they control.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

### **1-3-2      PIPELINE SAFETY FILE**

File includes deficiency reports, "Orders", "Gas Pipeline Safety Meter Inspection Report", "Field Evaluation Report-Intrastate Gas Distribution System", which indicates what facility is being evaluated, gas system history, miles of pipeline involved, etc. Also includes "General Information and Supplemental Report" which concerns inspection visits.

**Transfer to the State Archives after 10 years; retain permanently.**

### **1-3-3      PIPELINE SAFETY INSPECTION FILES**

File includes annual "Gas Pipelines Safety Program Application", payment agreement with the federal government and a description of intrastate inspections of pipeline insulation.

**Dispose of after 5 years, provided audit has been completed.<sup>1</sup>**

## **1-4      FIRE INVESTIGATION DIVISION**

### **1-4-1      INVESTIGATIONS, FIRE**

Numerical files include fire and arson investigations and reports, photos, status cards, search warrant waivers and information on property loss insurance requests. Also includes information on persons arrested and convicted of arson and fatality reports.

**Transfer to the State Archives after 5 years; retain permanently.**

### **1-4-2      INVESTIGATIONS, INCIDENT**

Numerical files include "Preliminary Report of Fire Investigation" (SFM 34) and a "Supplemental Report" (SFM 10) and SFM 208.

**Transfer to the State Archives after 5 years; retain permanently.**

### **1-4-3      INVESTIGATOR MONTHLY ACTIVITY REPORT (SFM 216)**

Monthly report of fires (accidental and arson) and incidents worked each month by each investigator. Includes dollar loss, death, injuries, arrests, convictions, and arrests reduced or dismissed. Entered into computer.

**HARD COPY: Dispose of after entered and verified.**

**ON-LINE DATA: Dispose of 1 year after annual statistical report is generated.**

### **1-4-4      PROPERTY**

Includes property taken from the scene of a fire for the purpose of investigating the fire. Property may be used as evidence or as an exhibit in a court of law. May also include property not submitted to the court as evidence.

**Dispose of 1 year after the case is closed or when no longer of legal value, whichever applies.**

**NOTE**

1. These records may be disposed of after the required retention period provided the audit of the Comprehensive Annual Financial Report (CAFR) is complete and any required federal audit is complete, and all related audit comments have been resolved. Check with the organization that performed the audit, either the Auditor of Public Accounts or the federal cognizant agency, if there is a question whether resolution is complete.

## RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>440 S. 8<sup>TH</sup> STREET SUITE 210</b> <b>LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

### REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

### OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

--

DATE	SIGNATURE
------	-----------

**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## **VOLUME ESTIMATING GUIDE**

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK  
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS  
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size .....	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size .....	9 cubic feet
Lateral File, 4 drawer/shelf legal size .....	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load .....	50 cubic feet